



OMB No. 0990-0115

Electronic Request for Proposal
SECTION A – SOLICITATION/CONTRACT FORM

OFFERORS ARE RESPONSIBLE FOR ROUTINELY CHECKING THE CMB WEBSITE <http://www.niaid.nih.gov/contract/default.htm> FOR ANY POSSIBLE SOLICITATION AMENDMENTS THAT MAY BE ISSUED. NO ADDITIONAL NOTIFICATION OF ANY AMENDMENTS WILL BE PROVIDED BY THIS OFFICE.

Purchase Authority: Public Law 92-218, as amended. NOTE: The issuance of this solicitation does not commit the government to an award.			
RFP Number: NIH-NIAID-DMID-03-10	Just In Time: [] Yes [X] No	Small Bus. Set-Aside []Yes [X]No 8(a) Set-Aside []Yes []No NAICS Code: 541710 Size Standard: 500 employees	Level of Effort: [] Yes [] No Total Effort: []
TITLE: Network for Large-Scale Sequencing of Microbial Genomes			
Issue Date: November 26, 2002	Due Date: February 18, 2003 Time: 4:00 PM, EST	Technical Proposal Page Limits: [X] Yes (see "How to Prepare & Submit Electronic Proposals") [] No	
ISSUED BY: Paul McFarlane Contracting Officer Contract Management Branch, DEA NIH, NIAID 6700-B Rockledge Drive Room 2230, MSC 7612 Bethesda, MD 20892-7612	[X] We reserve the right to make awards without discussion.		
	NO. OF AWARDS: [] Only 1 Award [X] Multiple Awards	PERIOD OF PERFORMANCE: 5 years beginning on or about 09/30/2003	
Offers will be valid for 120 days unless a different period is specified by the Offeror on the form entitled "Proposal Summary and Data Record, NIH-2043" (See SECTION J - Attachments)			
The Official Point of Receipt for the purpose of determining timely delivery is the Contract Management Branch as stated above. The paper copy with original signatures is the official copy for recording timely receipt. If the paper copy of your proposal is not received by the Contracting Officer or Designee at the place and time specified, then it will be considered late and handled in accordance with HHSAR 352.215-70 entitled "Late Proposals and Revisions" located in this Solicitation. FACSIMILE SUBMISSION OF PROPOSALS IS NOT ACCEPTABLE.			
POINT OF CONTACT -- Carl Newman --COLLECT CALLS WILL NOT BE ACCEPTED--			
Telephone: Direct <i>Main</i> 301-496-0612	Fax 301-402-0972	E-Mail CNewman@niaid.nih.gov	

Updated thru FAC 97-25 (05/02/01)

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BACKGROUND

Network for Large-Scale Sequencing of Microbial Genomes NIH-NIAID-DMID-03-10

The National Institute of Allergy and Infectious Diseases (NIAID) recognizes the incredible potential of microbial genomic research and has made a significant investment in the large-scale sequencing of the genomes of human pathogens, including microorganisms considered agents of bioterrorism. Over the last five years, NIAID has supported the sequencing of many genomes of pathogenic microorganisms, including those that are the agents of emerging infectious diseases and the potential agents of bioterrorism. The DNA sequence of the genomes of twenty-five bacterial species, as well as two chromosomes of eukaryotic organisms, has been completed (<http://www.niaid.nih.gov/dmid/genomes>). NIAID continues its support for the genomic sequencing of more than four dozen pathogens responsible for considerable morbidity and mortality. Recognizing the significance of genomic sequencing to biodefense, NIAID has continued to expand its genomics-related activities. The Institute has developed several initiatives, including this microbial sequencing initiative to provide comprehensive genomic, bioinformatic, and proteomic resources to the research community for basic and applied research to rapidly address the Nation's biodefense needs. The NIAID-supported Pathogen Functional Genomics Resource Center (PFGRC), based at The Institute for Genomic Research (TIGR), continues to be expanded to provide the research community with the needed resources and reagents to conduct both basic and applied research on microorganisms responsible for emerging and re-emerging infectious diseases, including those considered agents of bioterrorism.

This wealth of sequence information, as well as the human genomic sequence, provides a valuable resource for the research community, which is launching a new platform for studying infectious diseases. The functional genomic analysis of the DNA sequences from the pathogen will enhance the understanding of the pathogen's biology and its ability to cause disease and lead to new strategies for diagnostics, prevention and treatment. Human genome sequence analysis will enhance the understanding of the host immune response and an individual's genetic susceptibility to pathogens and response to drugs, treatments and vaccines.

The rapid identification of the genomic sequence of microorganisms considered agents of bioterrorism will provide a valuable resource for the research community, coupled with other biochemical and microbiological information, to facilitate the identification of novel and specific targets for improving both forensic strain identification and molecular genotyping, development of sequence-based detection technologies and diagnostics and the development of therapeutic targets for new drugs and vaccines, translating genomic information into clinical applications. Comparative genomics (comparing the sequences of different strains, species and clinical isolates) will be of vital importance and provide critical data, which will enable identification of genetic polymorphisms that correlate with phenotypes such as drug resistance, morbidity and infectivity.

The contract addresses the Institute's need for additional sequencing of microorganisms and invertebrate vectors of disease. A recommendation from a recent NIAID sponsored Blue Ribbon Panel on Bioterrorism and its Implication for Biomedical Research was to support genomic sequencing of microorganisms considered agents of bioterrorism and related organisms. This recommendation included the carefully selection of species, strains, and clinical isolates, nearest neighbors and generate genomic data for different uses such as forensic/strain identification and targets for diagnostics, vaccines, and antimicrobials/drug development.

Significant progress has been made in DNA sequencing technology, which has allowed genomic DNA to be sequenced more efficiently and cost-effectively. Therefore, the capacity of the DNA sequencing enterprise has dramatically increased and has lead to a production sequencing capacity environment. The opportunity now exists to take advantage of this environment to sequence microbial genomes and invertebrate vectors rapidly in an efficient and cost-effective way, providing a valuable resource for the research community. Through this contact, large scale-genome sequencing centers will be established with demonstrated ability to rapidly and cost-effectively sequence genomic DNA. Preliminary identification of open reading frames and annotation of gene function will also be required. While complete, finished genome sequences are most desirable, other sequencing projects will be considered. For eukaryotic organisms with larger genomes, whole genome shotgun projects with different levels of sequence coverage will also be considered.

STATEMENT OF WORK
Network for Large-Scale Sequencing of Microbial Genomes
RFP-NIH-NIAID-DMID-03-10

Independently and not as an agent of the Government, the Contractor shall furnish all necessary services, qualified personnel, materials, equipment, and facilities, to perform this Statement of Work.

Specifically, the Contractor shall:

1. Provide Facilities and Resources for DNA Sequencing of Microbial Genomes

The Contractor shall establish and provide a state-of-the-art high-throughput, efficient and cost-effective DNA sequencing center with the intent of building the capacity for rapidly producing high quality DNA sequence of microbial genomes. Specifically, the Contractor shall:

Provide state-of-the-art, large scale sequencing facilities including DNA sequencers and all necessary equipment methods, infrastructure and technologies required for producing, at a competitive cost, high quality DNA sequence of microbial genomes and invertebrate vectors of disease. This work shall include: constructing high quality, random plasmid and other genomic libraries; preparing high quality templates; producing high quality, finished DNA sequence from a variety of different vectors; performing multiple sequencing approaches such as sequencing of ESTs, BAC-ends and whole genome shotgun; assembling and closing microbial genomes; and performing automated and manual annotation with gene finding and identification. The Offeror shall implement continual improvements in the technology and efficiency of production sequencing as new or improved methods and technologies evolve. See Note 1 and 2 under Notes to Offerors.

Provide a research and administrative approach that includes all expertise to produce high-quality microbial genome DNA sequence of microorganisms and invertebrate vectors of disease.

Provide facilities and scientific and technical expertise to support and develop bioinformatics and computational tools required for proposed state-of-the-art DNA sequencing facility. These tools including, but not limited to: infrastructure tracking of samples and data; assessment of quality sequence data; analysis of microbial genome sequence data; storing, visualizing and releasing genome data and annotation for web; transferring genome data to international sequencing database; and assembling and closing microbial genomes and invertebrate vectors of disease from shotgun reads and other sequence data.

As specified by Project Officer, provide and distribute to a particular site appropriate quantities of clones and reagents generated in this contract.

Provide and release DNA sequence and accompanying annotation data in a timely, publicly accessible manner, including a publicly accessible web site and a peer-reviewed publication.

2. Provide DNA Sequencing of Microbial Genomes and Invertebrate Vectors of Disease

a. Produce and conduct DNA sequence completed to the contemporary standard for high quality genomic DNA sequence. Currently, this is a base pair accuracy of 99.99% (no more than one (1) error per 10,000 bases. Provide the ability to assign a quality value to sequencing data produced.

b. Maintain a cost for DNA sequencing that is competitive with state-of-the-art large-scale international sequencing centers. On a quarterly basis report the unit cost of DNA sequencing. In this report, define the unit cost of a working draft sequence as measured by cost per lane of sequencing and take into account all expenses associated with sequencing, beginning with construction of a library through assembly and closure.

3. Establish a Scientific Advisory Committee (SAC) in conjunction with Project Officer

The Contractor shall establish a SAC composed of scientists knowledgeable in a broad range of genomics and bioinformatic research areas including high-throughput DNA sequencing technologies and methods and include individuals with expertise in microbiology and infectious diseases. The committee shall provide advice to NIAID on the needs of the scientific community and national needs for microbial genome sequencing, including accompanying

reagents, technologies, and computational tools and databases. The membership of the advisory committee shall be proposed by the Contractor and will be subject to approval by the Project Officer for this Contract. The Contractor is NOT to name individual members in the proposal or contact any individuals prior to proposal submission. In the proposal, the Contractor is only to name the types of individuals and to justify them for certain roles.

The Contractor shall be responsible for organizing the SAC and its meetings, contacting potential members of the committee after approval by Project Officer and for providing summary reports, including recommendations, of these meetings to the Project Officer.

The Contractor shall develop a plan indicating the selection criteria, proposed distribution of membership by areas of expertise, and other relevant selection factors. The plan shall also include a timeline for meetings or conference calls by which to solicit advice and recommendations from the Advisory Committee. See Notes 3 and 4 under Notes to Offerors.

4. Develop an Organizational and Management Plan

The Contractor shall provide a plan for the organization and management of the Microbial Genome Sequencing Center. See Note 4 under Notes to Offerors. Note 5

The organization and management plan shall include:

- a. Details of a selection process for evaluation and choosing sequencing projects, subject to final approval by the Project Officer. Note 6
- b. Details of a strategy for sequencing a microbial genome or invertebrate vector, selected and specified by the Project Officer, including determining experimental approaches, designing protocols, setting project milestones, conducting experiments, choosing a sequencing approach and coverage, determining costs, acquiring the appropriate reagents, establishing standard operation procedures for annotation, and establishing a timetable for sequence determination and publication.
- c. Details of a process to evaluate, incorporate and integrate new technological developments in DNA sequencing in order to maintain state-of-the-art sequencing capability during the course of this contract.
- d. Details of a plan to offer sequencing at a unit cost of sequencing that is competitive with state-of-the-art large scale international sequencing centers;
- e. Details on how the Center will produce genome sequence that meets a quality standard for finished DNA sequence or working draft or standards put forth by the international sequencing community; and how will the Contractor assess the quality of the sequence reads to ensure they meet the current standard.
- f. A detailed plan for how the proposed DNA sequencing efforts in this contract will be accommodated within the overall sequencing effort in the Contractor's laboratory.
- g. Details on how the Contractor, as requested by Project Officer will coordinate and collaborate with other U.S. and international sequencing centers sequencing microbial genomes and invertebrate vectors of diseases and associated research communities.

5. Organize an Annual Meeting

The Contractor shall organize, coordinate, and participate in a one day meeting to discuss scientific and technical data, progress of sequencing projects, future plans, and technology development and exchange information between sequencing centers. The participants of the meeting may include, but is not limited to, contractors for each awarded sequencing center, key personnel, other PHS officials and scientists as appropriate, as selected by Project Officer. The meeting will be organized by the contractor and will convene once a year or as directed by the Project Officer. Notes 5 and 7.

6. Develop a Plan for Providing Genomic Data, Reagents and Software to Scientific Community

The Contractor shall develop, submit and implement a plan to provide, in a timely manner, reagents, software and genomic sequence data and annotation developed under this contract to the scientific community for further research and development.

The plan shall provide details on how genome sequence data, traces, assembly and annotation of the genome will be released in a timely manner to a publicly accessible web site and a small number of sites involved in long-term management of genomic data, as specified by Project Officer. The plan shall also include a timeline for releasing genomic data, assemblies, annotation and sequence traces to the publicly accessible web site and submitting a publication. The plan is subject to modification and approval by Project Officer. Note 8

7. Produce a Program Development Plan

NIAID envisions the Center to be an ongoing effort serving a rapidly growing and diverse research community. With that in mind, the Contractor shall propose a Program Development Plan that anticipates the development of the Center over its initial five-year period and five years beyond the expiration date. That plan should (a) define the vision of the center during and five years beyond its initial inception phase (years 1-5) and state the criteria which must be met to justify an ongoing effort; (b) plan for the operational requirements of the center in a phase of rapid growth; (c) identify special or extraordinary facilities and resource requirements beyond the inception phase, that would best allow it to meet the needs of its community; (d) establish performance metrics and utilization measures for the center, as well as propose methods for gathering data to monitor them.

8. Acquire, and Produce/Expand (as necessary) Reagents

The Contractor shall acquire reagents after requesting approval to acquire reagents in writing and receiving approval by the Project Officer. The contractor shall actively independently identify reagents that are needed for large scale sequencing projects. The acquisition of reagents, either by purchase or donation, shall be an ongoing activity. Reagents purchased shall be acquired through a competitive process and will be reimbursed by the contract on a case by case basis. The Contractor shall keep proper documentation on file supporting: (1) the price reasonableness for all acquisitions; and (2) the criteria for evaluation of all sources for reagent acquisitions. The Contractor shall produce reagents as needed after receiving approval by the Project Officer.

As requested by Project Officer, develop and use standard correspondence for acquiring and accepting reagents, including the use of uniform Material Transfer Agreements, which shall conform to the Simple Letter Agreement provided in http://www.nih.gov/od/ott/Rtguide_final.htm or another document with no more restrictive terms.

The handling and transportation of all reagents and Government-owned property under this Contract shall be in accordance with all applicable local, state and Federal regulations including safety controls and standards. Details on health and safety standards are available on request. The Contractor must demonstrate awareness of federal rules established for the Facilities Transferring or Receiving Select Agents as indicated in Final Rule 42CFR 72 (<http://www.cdc.gov/od/ohs/lrsat/42cfr72.htm>.)

9. Provide Storage and Processing Facilities and Resources

The Contractor shall provide facilities and equipment to receive and store reagents, including those that are potentially hazardous, in a way that will maintain their activity or viability. The facilities must provide aseptic and/or sterile conditions, as well as biosafety containment, as appropriate. Storage facilities for all reagents must meet local, state and federal regulations.

a. Provide suitable air-conditioned floor space sufficient for the installation, storage and maintenance of equipment and all items necessary for the Microbial Genome Sequencing Center.

b. Provide, maintain and operate facilities for the storage of bulk and packaged reagents at 2 to 8 degrees C., at -10 to -20 degrees C., at -70 to -90 degrees C., liquid nitrogen conditions; and all other items necessary for the Microbial Genome Sequencing Center. The Contractor shall supply uninterruptible power to accommodate the refrigerators/freezers and other equipment. In addition, the Contractor shall house the units in an air-conditioned facility with the capacity to maintain a room temperature of 66 degrees to 72 degrees F, when all equipment is operational. Freezers shall be connected to a central alarm system monitored 24 hours per day. Emergency stand-by refrigerators and freezers shall be available in case of mechanical failure of storage space. The facility must have an auxiliary electric generator capable of

operating all storage equipment for at least 48 hours for back up in the event of utility company power failure. Back-up generator must be tested monthly.

c. Assure safe handling of potentially hazardous materials. Specifically, the Contractor shall comply with all applicable health and safety regulations while conducting the work set forth herein.

d. Provide facilities to measure or dispense solid and liquid reagents into aliquots and labeled vials. Because of the nature of some of the reagents, facilities should be available for the appropriate handling of infectious agents and for hazardous materials.

e. Maintain 24-hour security that provides a secure environment for employees and materials within the facility.

f. Provide an automated temperature monitoring system monitored 24 hours a day, and measures to ensure that necessary personnel are notified in the event of a refrigerator/freezer malfunction. The Contractor shall be responsible for promptly repairing malfunctioning equipment or for arranging for the prompt repair.

10. Disseminate Public Information Concerning Resource Availability:

Promote awareness of the Microbial Genome Sequencing Center's services and resources available throughout the scientific community using electronic and print media and, as determined by the Project Officer, presentations at scientific meetings, symposia and workshops.

11. Transition Plan

The Contractor shall submit a written draft Transition Plan on how the ongoing efforts and accumulated data, materials, reagents, software tools, and equipment, etc will be transferred in an orderly manner to the Government or a subsequent Contractor upon completion of the contract. The draft shall be due twelve (12) months before the contract's expiration date. The Plan shall include, but not be limited to, a comprehensive inventory of all the data, materials, equipment, websites, software tools, and technology developed, accumulated and distributed during the contract's performance as well as a list containing detailed descriptions of any process documentation (e.g. standard operating procedures – hard copy and electronic versions) developed during the contract's performance. The Plan shall also include disposition of reagents, hardware and software necessary to sustain activities provided for in the contract.

The Contractor shall work with the Project Officer and Contracting Officer to refine and complete this plan. The Final Transition Plan shall be delivered no later than six (6) months before the contract's expiration date. This Plan will be a deliverable of the project.

END STATEMENT OF WORK

Notes To Offerors

Network for Large-Scale Sequencing of Microbial Genomes
DMID-03-10

NOTE 1: It is anticipated that the annual sequencing capacity of the facility should be at a minimum of 6,000,000 sequences/year with capacity to increase.

Describe the annual capacity of the sequencing facility to produce high quality genome DNA sequences based on an average of the last three (3) months of activity. This capacity should be provided in kilobases and in lanes and shall include information on lanes per month, percentage of success lanes, average number of usable bases per lane, and average and number of high quality bases per lane. The Contractor shall provide the definition of a successful lane, usable bases and high quality bases used in the facility.

NOTE 2: Document past success in large scale microbial genome sequencing projects. Include details such as: reaching milestones for data production and publication; monitoring costs; solving critical process integration issues that arise as a sequence production effort increases in scale; providing bioinformatics and computational tools for facilitating data and process management; managing a production sequencing facility; and coordinating and collaborating with other large scale sequencing centers and appropriate research communities.

NOTE 3: The Contractor shall not contact specific individuals regarding service on the scientific advisory committee during proposal preparation or at any time prior to the contract being awarded.

NOTE 4: For budget estimating purposes, assume the following:
Scientific Advisory Committee meeting cost estimates should include travel costs (transportation, meals, hotel, etc.) for the Committee members and appropriate Contractor staff, as well as costs associated with holding the meeting. All cost estimates should be based on Government rates for per diem, hotel, and transportation (coach class). Assume the meetings will be held in Bethesda, MD for 1 day.

NOTE 5: For the purpose of proposal preparation, the Offeror shall provide a draft plan for the organization and management of the Microbial Sequencing Center to accomplish the contract objectives.

NOTE 6: It is anticipated that in most cases, investigators interested in obtaining DNA sequencing of a specific microorganism or a group of microorganisms will submit a short web-based application to NIAID describing the project, its importance and its readiness to be sequenced. Sequencing projects will be selected by the Project Officer based on NIAID program priorities, national priorities, consideration of costs, sequencing capacities of the centers, availability of funds, and input from the Scientific Advisory Committee. The Project Officer will specify the final selection of the particular microorganism, source of DNA, DNA sequencing approach and sequence coverage. The DNA of the organism to be sequenced shall be acquired or produced by the Contractor.

NOTE 7: For budget estimating purposes for the annual Microbial Genome Sequencing Center Meetings, assume the following:

The annual Microbial Genome Sequencing Center meeting cost estimates should include travel costs (transportation, meals, hotel, etc.) for 10 invited participants including key personnel from the Microbial Sequencing Centers as well as costs associated with holding the meeting. All cost estimates should be based on Government rates for per diem, hotel, and transportation (coach class). Assume the workshop will be held in Bethesda, MD for 1.0 day.

NOTE 8: For the purpose of proposal preparation, the Offeror shall provide a draft plan for providing genomic sequence data and annotation, reagents and software to scientific community.

For genomic data, details should be provided in the plan to assure that sequence data release and usage will support the principle that high quality, primary genomic sequencing data should be rapidly and freely released to the broad scientific community without restriction prior to publication and reconcile the interests of the scientific community for early data release and those of the sequencing centers. Plan must recognize the widely accepted ethic in the scientific community that those who generate the primary genomic data and preliminary genome-wide data analysis should have the priority to publish the work in a peer-reviewed journal in a timely manner. The plan shall detail how the contractor will comply with principles and guidelines for recipients of NIH research grants and contracts on obtaining and disseminating biomedical research resources: final notice; http://ott.od.nih.gov/NewPages/RTguide_final.html

Reporting Requirements
Network for Large-Scale Sequencing of Microbial Genomes
RFP DMID-03-10

REPORTING REQUIREMENTS AND DELIVERABLES

As part of the work to be performed under this contract, the Contractor shall prepare and deliver the following reports throughout the period of work. The exact submission schedule will be negotiated and established in the contract document.

I. Organizational and Management Plan

The Contractor shall submit two (2) copies on the final day of the third month following the award of the Contract. The original shall be submitted to the Contracting Officer, with a copy to the Project Officer. Each organization and management plan shall include the following:

- (A) Face page to include contract number, contract title, performance period covered, Contract's name and address, telephone, telefax and E-mail numbers and submission date.
- (B) A full description as described in the Statement of Work.

II. Plan for Providing Genomic Data, Reagents and Software to Scientific Community

The Contractor shall submit two (2) copies on the final day of the fourth month following the award of the Contract. The original shall be submitted to the Contracting Officer, with a copy to the Project Officer. Each plan shall include the following:

- (A) Face page to include contract number, contract title, performance period covered, Contract's name and address, telephone, telefax and E-mail numbers and submission date.
- (B) A full description as described in the Statement of Work.

III. Program Development Plan

The Contractor shall submit two (2) copies on the final day of the third month following the award of the Contract. The original shall be submitted to the Contracting Officer, with a copy to the Project Officer. Each Program Development Plan shall include the following:

- (A) Face page to include contract number, contract title, performance period covered, Contract's name and address, telephone, telefax and E-mail numbers and submission date.
- (B) A full description as described in the Statement of Work.

IV. Semi-Annual Reports

The Contractor shall submit two (2) copies of Semi-Annual Progress Reports on the 15th of the month following the end of each semi annual performance period. The original shall be submitted to the Contracting Officer, with a copy to the Project Officer. Each Semi-annual report shall include the following:

- (A) Face page to include contract number, contract title, performance period covered, Contract's name and address, telephone, telefax and E-mail numbers and submission date.
- (B) Reports shall include, but are not limited to, the following information:
 - 1) An introduction covering the purpose and the scope of the Contract effort;
 - 2) A full description of the work performed during the reporting period including on the status and progress of the individual DNA sequencing projects, including information on library construction, preparation of high

- quality templates, sequencing reactions and reagents, assembly and closure of genomes, annotation, development of software tools, acquisition of reagents, and technology development;
- 3) A detailed description of data release of pre-publication genome data to a publicly accessible web site, including release dates and specific details of DNA sequence data released.
 - 4) Graphs and tables of data obtained.
 - 5) A detailed description of the current capacity of the sequencing center based on the average for the reporting period including including lanes per month, percentage of success lanes, average number of usable bases per lane, average and number of high quality bases per lane, providing the definition of a successful lane, usable bases and high quality bases used in the Contractor's laboratory;
 - 6) A full description of the base pair accuracy of the DNA sequencing data, discussion an possible differences between planned standard for the quality of the DNA sequence and the actual progress, and if necessary, what corrective steps are planned to accomplished high quality genomic DNA sequence.
 - 7) The relation between the accomplishments and the goals and objectives of the contract; an explanation of any differences between the planned and actual progress including a discussion of the technical and administrative problems encountered, and if necessary, what corrective steps are planned or have been implemented.
 - 8) A detailed report of the advisory committee held during the reporting period, including recommendations made by advisory committee to Contractor and NIAID.
 - 9) A detailed description of the work planned for the following six months;
 - 10) Preprints, reprints, and abstracts shall be submitted along with the report;
 - 11) Other information as required by Program Officer shall be submitted.
 - 12) A detailed report describing the sequenced data release during the reporting period, including details about releasing to publicly accessible web sites and status of accompanying publications.

Final Report

The Contractor shall submit two (2) copies (as specified above) of the Final Report that document and summarize the results of the entire contract period of performance. This report shall be submitted on or before the completion date of the contract. The original shall be submitted to the Contracting Officer with a copy to the Project Officer. The report shall conform to the following format:

- (A) Face page to include contract number, contract title, performance period covered, Contract's name and address, telephone, telefax and E-mail numbers and submission date.
- (B) Introduction covering the purpose and scope of the contract effort including a summary of salient results. The Contractor shall submit a summary, not to exceed 200 words, of salient results achieved during performance of the contract;
- (C) An executive summary, to include fulfillment of production goals and of the specific aims set forth in the proposal;
- (D) A detailed description of the work performed (as specified above in paragraph I. (C) 1), the results obtained, and discussion of the relevance of the results, their relation to work being conducted in the area by other groups, and impact on the scientific community based on annual meeting reports, community survey and tracking of database usage by the community.

Other Deliverables

Deliverables will be delivered in a format that is compatible with sites or repositories involved in long term management of data, reagents, software tools and other materials generated during this contract, as specified by Program Officer.

- All genome sequencing data and annotation data generated during this contract period.
- All sequence traces generated during this contract period.
- All genome assemblies generated during this contract period.
- All libraries, clones and reagents generated during this contract period.
- All software and computational tools developed during the contract period.

PART I - THE SCHEDULE

SECTIONS B - H -- UNIFORM CONTRACT FORMAT - GENERAL

A Sample Uniform Contract Format may be found at the following website:

<http://www4.od.nih.gov/ocm/contracts/rfps/sampkt.htm>

PART II – CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

THE FOLLOWING PAGES CONTAIN A LISTING(S) OF GENERAL CLAUSES WHICH WILL BE APPLICABLE TO MOST CONTRACTS RESULTING FROM THIS RFP. HOWEVER, THE ORGANIZATIONAL STRUCTURE OF THE SUCCESSFUL OFFEROR(S) WILL DETERMINE THE SPECIFIC GENERAL CLAUSES LISTING TO BE CONTAINED IN THE CONTRACT(S) AWARDED FROM THIS RFP.

ARTICLE I.1. GENERAL CLAUSES FOR A NEGOTIATED COST-REIMBURSEMENT CONTRACT WITH EDUCATIONAL INSTITUTIONS - FAR 52.252-2, CLAUSES INCORPORATED BY REFERENCE (FEBRUARY 1998)

This contract incorporates the following clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://www.arnet.gov/far/>.

FEDERAL ACQUISITION REGULATION (FAR) (48 CHAPTER 1) CLAUSES

FAR Clause No.	Date	Title
52.202-1	Dec 2001	Definitions
52.203-3	Apr 1984	Gratuities (Over \$100,000)
52.203-5	Apr 1984	Covenant Against Contingent Fees (Over \$100,000)
52.203-6	Jul 1995	Covenant Against Contingent Fees (Over \$100,000)
52.203-7	Jul 1995	Anti-Kickback Procedures (Over \$100,000)
52.203-8	Jan 1997	Cancellation, Rescission, and Recovery of Funds for Illegal or Improper Activity (Over \$100,000)
52.203-10	Jan 1997	Price or Fee Adjustment for Illegal or Improper Activity (Over \$100,000)
52.203-12	Jun 1997 \$100,000)	Limitation on Payments to Influence Certain Federal Transactions (Over
52.204-4	Aug 2000	Printing/Copying Double-Sided on Recycled Paper (Over \$100,000)
52.209-6	Jul 1995	Protecting the Governments Interests When Subcontracting With Contractors Debarred, Suspended, or Proposed for Debarment (Over \$25,000)
52.215-2	Jun 1999	Audit and Records - Negotiation (Over \$100,000), Alternate II (Apr 1998)
52.215-8	Oct 1997	Order of Precedence – Uniform Contract Format
52.215-10	Oct 1997	Price Reduction for Defective Cost or Pricing Data
52.215-12	Oct 1997	Subcontractor Cost or Pricing Data (Over \$500,000)
52.215-14	Oct 1997	Integrity of Unit Prices (Over \$100,000)
52.215-15	Dec 1998	Pension Adjustments and Asset Reversions
52.215-18	Oct 1997	Reversion or Adjustment of Plans for Post-Retirement Benefits (PRB) Other Than Pensions
52.215-19	Oct 1997	Notification of Ownership Changes
52.215-21	Oct 1997	Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data - Modifications
52.216-7	Feb 2002	Allowable Cost and Payment (Paragraph (a) is modified to delete the words Subpart 31.2 and to add the words Subpart 31.3)
52.216-11	Apr 1984	Cost Contract - No Fee

52.219-8	Oct 2000	Utilization of Small Business Concerns (Over \$100,000)
52.219-9	Jan 2002	Small Business Subcontracting Plan (Over \$500,000)
52.219-16	Jan 1999	Liquidated Damages - Subcontracting Plan (Over \$500,000)
52.222-2	Jul 1990	Payment for Overtime Premium (Over \$100,000) (NOTE: The dollar amount in paragraph (a) of this clause is \$0 unless otherwise specified in the contract.)
52.222-3	Aug 1996	Convict Labor
52.222-26	Apr 2002	Equal Opportunity
52.222-35	Dec 2001	Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans
52.222-36	Jun 1998	Affirmative Action for Workers with Disabilities
52.222-3	Dec 2001	Employment Reports on Special Disabled Veterans, Veterans of the Vietnam, Era, and Other Eligible Veterans
52.223-6	May 2001	Drug-Free Workplace
52.223-14	Oct 2000	Toxic Chemical Release Reporting
52.225-1	May 2002	Buy American Act - Supplies
52.225-13	Jul 2000	Restrictions on Certain Foreign Purchases
52.227-1	Jul 1995	Authorization and Consent, Alternate I (Apr 1984)
52.227-2	Aug 1996	Notice and Assistance Regarding Patent and Copyright Infringement (Over \$100,000)
52.227-11	Jun 1997	Patent Rights - Retention by the Contractor (Short Form) (NOTE: In accordance with FAR 27.303 (a) (2), paragraph (f) is modified to include the requirements in FAR 27.303 (a) (2) (i) through (iv). The frequency of reporting in (i) is annual.
52.227-14	Jun 1987	Rights in Data - General, Alternate IV (Jun 1987)
52-232-9	Apr 1984	Limitation on Withholding of Payments
52.232-20	Apr 1984	Limitation of Cost
52.232-23	Jan 1986	Assignment of Claims
52.232-25	Feb 2002	Prompt Payment
52.232-34	May 1999	Payment by Electronic Funds Transfer--Other Than Central Contractor Registration
52.233-1	Dec 1998	Disputes
52.233-3	Aug 1996	Protest After Award, Alternate I (Jun 1985)
52.242-1	Apr 1984	Notice of Intent to Disallow Costs
52.242-4	Jan 1997	Certification of Final Indirect Costs

52.242-13	Jul 1995	Bankruptcy (Over \$100,000)
52.244-2	Aug 1998	Subcontracts, Alternate II (Aug 1998) *If written consent to subcontract is required the identified subcontracts are listed in ARTICLE B., Advance Understandings.
52.244-5	Dec 1996	Competition in Subcontracting (Over \$100,000)
52.245-5	Jan 1986	Government Property (Cost-Reimbursement, Time and Material, or Labor-Hour Contract), Alternate I (Jul 1985)
52.246-23	Feb 1997	Limitation of Liability (Over \$100,000)
52.249-5	Sep 1996	Termination for Convenience of the Government (Educational and Other Nonprofit Institutions)
52.253-1	Jan 1991	Computer Generated Forms

DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION (HHSAR) (48 CFR CHAPTER 3) CLAUSES

HHSAR Clause No.	Date	Title
352.202-1	Jan 2001	Definitions - with Alternate paragraph (h) (Jan 2001)
352.228-7	Dec 1991	Insurance - Liability to Third Persons
352.232-9	Apr 1984	Withholding of Contract Payments
352.233-70	Apr 1984	Litigation and Claims
352.242-71	Apr 1984	Final Decisions on Audit Findings
352.249-14	Apr 1984	Excusable Delays
352.270-5	Apr 1984	Key Personnel
352.270-6	Jul 1991	Publication and Publicity
352.270-7	Jan 2001	Paperwork Reduction Act

[END OF GENERAL CLAUSES FOR A NEGOTIATED COST-REIMBURSEMENT CONTRACT WITH EDUCATIONAL INSTITUTIONS – Rev. 05/2002]

ARTICLE I.2. AUTHORIZED SUBSTITUTIONS OF CLAUSES

Any authorized substitutions and/or modifications other than the General Clauses which will be based on the type of contract/Contractor will be determined during negotiations.

It is expected that the following clause(s) will be made part of the resultant contract:

ALTERNATE II, (APRIL 1998) of FAR Clause 52.215-2, AUDIT AND RECORDS--NEGOTIATION (JUNE 1999) is added.

FAR Clause 52.215-15, PENSION ADJUSTMENTS AND ASSET REVERSIONS (DECEMBER 1998), is deleted in its entirety.

FAR Clause 52.215-18, REVERSION OR ADJUSTMENT OF PLANS FOR POST RETIREMENT BENEFITS(PRB) OTHER THAN PENSIONS (OCTOBER 1997) is deleted in its entirety.

FAR Clause 52.215-19, NOTIFICATION OF OWNERSHIP CHANGES (OCTOBER 1997), is deleted in its entirety.

FAR Clause 52.216-7, ALLOWABLE COST AND PAYMENT (MARCH 2000), is modified in paragraph (a) to delete the words "subpart 31.2 of the Federal Acquisition Regulation (FAR)" and substitute the words "45 CFR part 74, appendix E".

ALTERNATE I of FAR Clause 52.216-11, COST CONTRACT--NO FEE (APRIL 1984), is added.

ALTERNATE II (OCTOBER 2001) of FAR Clause 52.219-9, SMALL BUSINESS SUBCONTRACTING PLAN (JANUARY 2002) is added.

FAR Clause 52.232-20, LIMITATION OF COST, is deleted in its entirety and FAR Clause 52.232-22, LIMITATION OF FUNDS (APRIL 1984) is substituted therefor. **[Note: When this contract is fully funded, FAR Clause 52.232-22, LIMITATION OF FUNDS will no longer apply and FAR Clause 52.232-20, LIMITATION OF COST will become applicable.]**

FAR Clause 52.243-1, CHANGES, FIXED PRICE, ALTERNATE I (AUGUST 1987) is hereby deleted in its entirety and FAR Clause 52.243-1, CHANGES, FIXED PRICE, ALTERNATE II (AUGUST 1987) is substituted therefor.

FAR Clause 52.249-5, TERMINATION FOR CONVENIENCE OF THE GOVERNMENT (EDUCATIONAL AND OTHER NON-PROFIT INSTITUTIONS) (APRIL 1984) is deleted in its entirety and FAR Clause 52.249-6, TERMINATION (COST-REIMBURSEMENT) (MAY 1986) is substituted therefor.

ARTICLE I.3. ADDITIONAL CONTRACT CLAUSES

Additional clauses other than those listed below which are based on the type of contract/Contractor shall be determined during negotiations. Any contract awarded from this solicitation will contain the following:

This contract incorporates the following clauses by reference, (unless otherwise noted), with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available.

a. FEDERAL ACQUISITION REGULATION (FAR) (48 CFR CHAPTER 1) CLAUSES

FAR 52.216-15, Predetermined Indirect Cost Rates (APRIL 1998).

FAR 52.219-4, Notice of Price Evaluation Preference for HUBZone Small Business Concerns (JANUARY 1999).

"(c) Waiver of evaluation preference.....

[] Offeror elects to waive the evaluation preference."

FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns (MAY 2001).

"(b) Evaluation adjustment. (1) The Contracting Officer will evaluate offers by adding a factor of 10 percent to the price of all offers, except--..."

FAR 52.227-14, Rights in Data - General (JUNE 1987)

Alternate I (JUNE 1987), FAR 52.227-14, Rights in Data--General (JUNE 1987).

FAR 52.227-16, Additional Data Requirements (JUNE 1987).

FAR 52.227-17, Rights in Data--Special Works (JUNE 1987).

FAR 52.230-2, Cost Accounting Standards (APRIL 1998).

FAR 52.230-5, Cost Accounting Standards - Educational Institution (APRIL 1998).

FAR 52.230-6, Administration of Cost Accounting Standards (NOVEMBER 1999).

FAR 52.232-18, Availability of Funds (APRIL 1984).

FAR 52.242-3, Penalties for Unallowable Costs (OCTOBER 1995).

FAR 52.243-2, Changes--Cost Reimbursement (AUGUST 1987), Alternate V (APRIL 1984).

FAR 52.246-23, Limitation of Liability (FEBRUARY 1997).

FAR 52.246-24, Limitation of Liability - High-Value Items (FEBRUARY 1997).

FAR 52.247-67, Submission of Commercial Transportation Bills to the General Services Administration for Audit (JUNE 1997).

DEPARTMENT OF HEALTH AND HUMAN SERVICES ACQUISITION REGULATION/PUBLIC HEALTH SERVICE ACQUISITION REGULATION (HHSAR)/(PHSAR) (48 CHAPTER 3) CLAUSES:

HHSAR 352.223-70, Safety and Health (JANUARY 2001)

HHSAR 352.224-70, Confidentiality of Information (APRIL 1984).

NATIONAL INSTITUTES OF HEALTH (NIH) RESEARCH CONTRACTING (RC) CLAUSES:

The following clauses are attached and made a part of this contract:

NIH (RC)-7, Procurement of Certain Equipment (APRIL 1984) (OMB Bulletin 81-16).

ARTICLE I.4. ADDITIONAL FAR CONTRACT CLAUSES INCLUDED IN FULL TEXT

Additional clauses other than those listed below which are based on the type of contract/Contractor shall be determined during negotiations. Any contract awarded from this solicitation will contain the following:

This contract incorporates the following clauses in full text.

FEDERAL ACQUISITION REGULATION (FAR)(48 CFR CHAPTER 1) CLAUSES:

FAR Clause 52.244-6, SUBCONTRACTS FOR COMMERCIAL ITEMS (MAY 2002)

Definitions. As used in this clause--

Commercial item, has the meaning contained in the clause at 52.202-1, Definitions.

Subcontract, includes a transfer of commercial items between divisions, subsidiaries, or affiliates of the Contractor or subcontractor at any tier.

To the maximum extent practicable, the Contractor shall incorporate, and require its subcontractors at all tiers to incorporate, commercial items or nondevelopmental items as components of items to be supplied under this contract.

(1) The Contractor shall insert the following clauses in subcontracts for commercial items:

52.219-8, Utilization of Small Business Concerns (OCT 2000) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$500,000 (\$1,000,000 for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.

52.222-26, Equal Opportunity (APR 2002) (E.O. 11246).

52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (DEC 2001) (38 U.S.C. 4212(a)).

52.222-36, Affirmative Action for Workers with Disabilities (JUN 1998) (29 U.S.C. 793).

52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (JUN 2000) (46 U.S.C. Appx 1241) (flowdown not required for subcontracts awarded beginning May 1, 1996).

While not required, the Contractor may flow down to subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

The Contractor shall include the terms of this clause, including this paragraph (d), in subcontracts awarded under this contract.

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

The following Attachments are provided in full text with this Solicitation:

PACKAGING AND DELIVERY OF PROPOSALS (Attached to this listing)

HOW TO PREPARE AN ELECTRONIC PROPOSAL: (Attached to this listing)

PROPOSAL INTENT RESPONSE SHEET [SUBMIT ON/BEFORE: January 17, 2003] (Attached to this listing)

[NOTE: Your attention is directed to the "Proposal Intent Response Sheet". If you intend to submit a proposal, you must complete this form and return it to this office via fax or e-mail on or before the date identified above. The receipt of this form is critical as it contains information essential for CMB's coordination of the electronic submission and review of proposals.]

RFP FORMS AND ATTACHMENTS:

THE RFP FORMS/ATTACHMENTS LISTED BELOW ARE AVAILABLE IN A VARIETY OF FORMATS AND MAY BE VIEWED OR DOWNLOADED DIRECTLY FROM THIS SITE:

<http://www.niaid.nih.gov/contract/ref.htm>

APPLICABLE TO TECHNICAL PROPOSAL (INCLUDE THESE DOCUMENTS/FORMS WITH YOUR TECHNICAL PROPOSAL):

- **Technical Proposal Cover Sheet**
- **Summary of Related Activities**
- **Government Notice for Handling Proposals**

APPLICABLE TO BUSINESS PROPOSAL (INCLUDE WITH YOUR BUSINESS PROPOSAL):

- **NIH-2043, Proposal Summary and Data Record**
- **Small Business Subcontracting Plan Format [if applicable]**
- **Offeror's Points of Contact**

TO BECOME CONTRACT ATTACHMENTS (INFORMATION ONLY):

- **NIH(RC)-4: Invoice/Financing Request and Contract Financial Reporting Instructions for NIH Cost-Reimbursement Type Contracts**
- **Instructions for Completing Form NIH-2706**
- **NIH(RC)-7: Procurement of Certain Equipment, (OMB Bulletin 81-16)**
- **Safety and Health, HHSAR Clause 352.223-70**
- **Report of Government Owned, Contractor Held Property**
- **Disclosure of Lobbying Activities, OMB Form LLL**

PACKAGING/DELIVERY/ELECTRONIC SUBMISSION OF THE PROPOSAL

Listed below are delivery instructions for the submission of both PAPER and ELECTRONIC COPIES of your proposal.

PAPER SUBMISSION: The paper copy is the official copy for recording timely receipt of proposals.

ELECTRONIC SUBMISSION: In addition to the paper submission, you are required to submit your proposal electronically through the CRON (Contracts Review Online) in accordance with the instructions provided below. If you experience difficulty or are unable to transmit, you should submit your proposal on a CD-Rom or ZipDisk by an express delivery service. We can then upload your proposal into the electronic system. You must certify that both the original paper and electronic versions of the proposal are identical.

SUBMISSION OF PROPOSALS BY FACSIMILE IS NOT ACCEPTABLE.

Shipment and marking of paper copies shall be as indicated below:

A. EXTERNAL PACKAGE MARKING:

In addition to the address cited below, mark each package as follows:

"RFP NO. NIH-NIAID-DMID-03-10
TO BE OPENED BY AUTHORIZED GOVERNMENT PERSONNEL ONLY"

B. NUMBER OF COPIES:

The number of copies required of each part of your proposal are as specified below.

Technical Proposal: One (1) unbound signed original and five (5) unbound copies. Ten (10) copies of all material not available electronically (i.e. SOPs, Pertinent Manuals, Nonscannable Figures or Data, and Letters of Collaboration/Intent).

Business Proposal: One (1) unbound signed original and 5 unbound copies.

C. PAPER COPIES and CD-Rom or ZipDisk to:

If Hand Delivery or Express Service	If using U.S. Postal Service
Contract Specialist Contract Management Branch, DEA NIAID, NIH 6700-B Rockledge Drive, Room 2230 Bethesda, Maryland 20817	Contract Specialist Contract Management Branch, DEA NIAID, NIH 6700-B Rockledge Drive, Room 2230, MSC 7612 Bethesda, Maryland 20892-7612

NOTE: All material sent to this office by Federal Express should be sent to the Hand Carried Address.

NOTE: The U.S. Postal Service's "Express Mail" does not deliver to the hand delivered (20817 zip code) address. Any package sent to this address via this service will be held at a local post office for pick-up. THE GOVERNMENT IS NOT RESPONSIBLE FOR PICKING UP ANY MAIL AT A LOCAL POST OFFICE. If a proposal is not received at the place, date, and time specified herein, it will be considered a "late proposal," in accordance with HHSAR 352.215-70, Late Proposals and Revisions (NOV 1986).

HOW TO PREPARE AND SUBMIT AN ELECTRONIC PROPOSAL

PAGE LIMITS -- THE TECHNICAL PROPOSAL IS LIMITED TO NOT-TO-EXCEED 125 PAGES

[**INCLUDING:** Appendices, Attachments, Operating Manuals, Non-Scannable Figures or Data, Letters of Intent, etc.]. ANY PORTIONS OF YOUR PROPOSAL NOT AVAILABLE ELECTRONICALLY ARE ALSO CONSIDERED TO BE INCLUDED IN THE TOTAL PAGE LIMITATION. PAGES IN EXCESS OF THIS LIMITATION WILL BE REMOVED FROM THE PROPOSAL AND WILL NOT BE READ OR EVALUATED.

Note that although no page limit has been placed on the Business Proposal, offerors are encouraged to limit its content to only those documents necessary to provide adequate support for the proposed costs.

ELECTRONIC SUBMISSION – To submit a proposal electronically under this RFP, offerors will need to prepare the proposal on a word processor or spreadsheet program (for the business portion) and convert them to Adobe Acrobat Portable Document Format (.pdf). THE TECHNICAL PROPOSAL AND BUSINESS PROPOSAL MUST BE CONTAINED ON SEPARATE FILES which must be identified as either TECHNICAL or BUSINESS and include some recognizable portion of the ORGANIZATION NAME.

Please note that the electronic submission does not replace the requirement to submit a signed, unbound original paper copy of both your Technical and Business Proposal, along with any required unbound duplicate copies. These paper originals should be mailed or hand-delivered to the address provided in this attachment and must be received on/before the closing date and time.

There is no limit to the size (MB) of the two electronic PDF files to be submitted; however, the size of the technical proposal is limited to the page limitation language outlined above. For purposes of assessing compliance with the page count, technical proposals will be viewed using the print function of the Adobe Acrobat Reader, Version 4.0 (or higher).

Formatting Requirements:

Do not embed sound or video (e.g., MPEG) files into the proposal documents. The evaluation system does not have the capability to read these files.

Keep graphics embedded in documents as simple as possible. Complex graphics require longer periods for the computers used in the evaluation system to draw, and redraw these figures and scrolling through the document is slowed significantly.

Type density and size must be 10 to 12 points. If constant spacing is used, there should be no more than 15 cpi, whereas proportional spacing should provide an average of no more than 15 cpi. There must be no more than six lines of text within a vertical inch. Margins must be set to 1 inch around.

Paper size should not exceed 8-1/2 x 11. Larger paper sizes will be counted as 2 pages.

Limit colors to 256 colors at 1024 x 768 resolution; avoid color gradients.

Simplify the color palette used in creating figures.

Be aware of how large these graphics files become. Large files are discouraged.

Limit scanned images as much as possible.

Limit appendices and attachments to relevant technical proposal information (e.g., SOPs, pertinent manuals, non-scannable figures or data, resumes, letters of commitment/intent).

SUBMISSION OF “PROPOSAL INTENT TO RESPOND SHEET”:

Upon receipt by the Contracting Officer of the “Proposal Intent Response Sheet”, offerors will be provided, via e-mail correspondence, specific electronic access information and electronic proposal transmission instructions. For this reason, it is imperative that all offerors who are intending to submit a proposal in response to this RFP contact the Contract Specialist identified in this RFP and complete and submit the attached “Proposal Intent Response Sheet” by the date provided on that Attachment.

CREATE ADOBE PDF ONLINE -- Adobe will allow you to create 5 documents on a trial for free. If you want to use the site regularly it costs \$10/month or \$100/year. Please link to the following URL for information:

<https://createpdf.adobe.com/index.pl/3847995518.39272?BP=IE>

LOG-IN / TRANSMISSION INSTRUCTIONS:

1. Log-in Site: Will be provided by the Contract Specialist after receipt of the "Proposal Intent Response Sheet"
2. Log-in Name: Will be provided by the Contract Specialist.
3. Log-in Password: Will be provided by the Contract Specialist.

4. Procedure -- When your proposal is completed and converted to a PDF file using Adobe Acrobat, it is ready to be transmitted electronically. You must upload separate Technical and Business Proposal Files. It is recommended that proposals be transmitted a few days before the due date so that you will have sufficient time to overcome any transmission difficulties.

You must have Explorer 3.1 or higher.

It is essential that you use antiviral software to scan all documents.

Click on "Sign On" and enter your log-in name and password.

Click on "Browse" to locate your saved files on your computer.

Click on "Upload Proposal" after you have located the correct file.

After a file is uploaded, a link to the file will appear under "Upload Files" at the bottom of the screen. Click on that link to view the uploaded file.

If you experience difficulty in accessing your documents, please contact the appropriate NIH contracts office immediately.

If you wish to revise your proposal before the closing date and time, simply log in again and re-post.

USER ACCESS TO THE POSTING SITE WILL BE DENIED AFTER THE RFP CLOSING DATE AND TIME PROVIDED WITH THIS RFP OR ITS MOST RECENT AMENDMENT(S).

PROPOSAL INTENT RESPONSE SHEET

RFP No.: NIH-NIAID-DMID-03-10

RFP Title: Network for Large Scale Sequencing of Microbial Genomes

Please review the attached Request for Proposal. Furnish the information requested below and return this page by January 17, 2003. Your expression of intent is not binding but will greatly assist us in planning for proposal evaluation.

Since your proposal will be submitted electronically, please include the name and e-mail of the individual to whom the electronic proposal instructions, login code, and password should be provided.

DO INTEND TO SUBMIT A PROPOSAL

DO NOT INTEND TO SUBMIT A PROPOSAL FOR THE FOLLOWING REASONS:

Company/Institution Name (print): _____

Address (print): _____

Project Director's Name (print): _____

Title (print): _____

Signature/Date: _____

Telephone Number and E-mail Address (print clearly):

*Name of individual to whom electronic proposal instructions should be sent:

Name: _____

Title: _____

E-Mail Address: _____

Telephone Number: _____

Names of Collaborating Institutions and Investigators (include Subcontractors and Consultants) (print):

(Continue list on a separate page if necessary)

RETURN VIA FAX OR E-MAIL TO:

CMB, NIAID, NIH

Room 2230

6700-B Rockledge Drive, MSC 7612

Bethesda, MD 20892-7612

Attn:

RFP-NIH-NIAID-DMID-03-10

FAX# (301) 301-480-5253

Email :cnewman@niaid.nih.gov

PART IV – REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

Representations, Certifications, and Other Statements of Offerors or Quoters (Negotiated).

REPRESENTATIONS AND CERTIFICATIONS

The Representations and Certifications required by this particular acquisition can be accessed electronically from the INTERNET at the following address:

<http://rcb.cancer.gov/rcb-internet/forms/rcneg.pdf>

If you are unable to access this document electronically, you may request a copy from the Contracting Officer identified on the cover page of this solicitation.

IF YOU INTEND TO SUBMIT A PROPOSAL, YOU MUST COMPLETE THE REPRESENTATIONS AND CERTIFICATIONS AND SUBMIT THEM AS PART OF YOUR BUSINESS PROPOSAL.

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

1. GENERAL INFORMATION

Alternate I (October 1997). As prescribed in 15.209(a)(1), substitute the following paragraph (f)(4) for paragraph (f)(4) of the basic provision:

(f) (4) The Government intends to evaluate proposals and award a contract after conducting discussions with offerors whose proposals have been determined to be within the competitive range. If the Contracting Officer determines that the number of proposals that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals. Therefore, the offeror's initial proposal should contain the offeror's best terms from a price and technical standpoint.

a. NAICS CODE AND SIZE STANDARD

Note: The following information is to be used by the offeror in preparing its Representations and Certifications (See Section K of this RFP), specifically in completing the provision entitled, SMALL BUSINESS PROGRAM REPRESENTATION, FAR Clause 52.219-1.

The North American Industry Classification System (NAICS) code for this acquisition is 541710.
The small business size standard is 500.

THIS REQUIREMENT IS NOT SET-ASIDE FOR SMALL BUSINESS. However, the Federal Acquisition Regulation (FAR) requires in every solicitation, (except for foreign acquisitions) the inclusion of the North American Industry Classification System (NAICS) Code and corresponding size standard which best describes the nature of the requirement in the solicitation.

b. NOTICE OF PRICE EVALUATION ADJUSTMENT FOR SMALL DISADVANTAGED BUSINESS CONCERNS

In accordance with FAR Clause 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, incorporated in Section I.3., offerors will be evaluated by adding a factor of 10 percent to the price of all offers, except offers from small disadvantaged business concerns that have not waived the adjustment. (Note: A listing of other offerors who are excepted and will not have this evaluation factor added to their offer may be found in subparagraph (b) of FAR Clause 52.219-23.

A small disadvantaged business concern may elect to waive the adjustment, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraph (d) of FAR Clause 52.219-23 do not apply to offerors that waive the adjustment.

AN OFFEROR WHO ELECTS TO WAIVE THIS EVALUATION ADJUSTMENT MUST SPECIFICALLY INDICATE WITH A STATEMENT TO THIS EFFECT ON THE COVER PAGE OF ITS BUSINESS PROPOSAL.

c. TYPE OF CONTRACT AND NUMBER OF AWARDS

It is anticipated that multiple awards will be made from this solicitation and that the award(s) will be made on/about September 30, 2003.

It is anticipated that the awards from this solicitation will be a multiple-year cost reimbursement type completion contract with a term of five years from September 30, 2003 through September 29, 2008 and that incremental funding will be used [see Section L.2.c. Business Proposal Instructions].

d. ESTIMATE OF EFFORT

It is expected that a completion type contract will be awarded as a result of this RFP. To assist you in the preparation of your proposal, the Government considers the effort to be approximately 36,400 labor hours per year. This information is furnished for the offeror's information only and is not to be considered restrictive for proposal purposes.

e. COMMITMENT OF PUBLIC FUNDS

The Contracting Officer is the only individual who can legally commit the Government to the expenditure of public funds in connection with the proposed procurement. Any other commitment, either explicit or implied, is invalid.

f. COMMUNICATIONS PRIOR TO CONTRACT AWARD

Offerors shall direct all communications to the attention of the Contract Specialist or Contracting Officer cited on the face page of this RFP. Communications with other officials may compromise the competitiveness of this acquisition and result in cancellation of the requirement.

g. RELEASE OF INFORMATION

Contract selection and award information will be disclosed to offerors in accordance with regulations applicable to negotiated acquisition. Prompt written notice will be given to unsuccessful offerors as they are eliminated from the competition, and to all offerors following award.

h. COMPARATIVE IMPORTANCE OF PROPOSALS

You are advised that paramount consideration shall be given to the evaluation of technical proposals. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price. The relative importance of the evaluation factors is specified in SECTION M of this solicitation. However, the Government reserves the right to make an award to the best advantage of the Government, cost and other factors considered.

i. PREPARATION COSTS

This RFP does not commit the Government to pay for the preparation and submission of a proposal.

j. SERVICE OF PROTEST (AUGUST 1996) - FAR 52.233-2

Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Brenda J. Velez
Contracting Officer
Contract Management Branch, DEA
National Institute of Allergy and Infectious Diseases
6700-B Rockledge Drive, Room 2230, MSC 7612
BETHESDA MD 20892-7612

The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of Provision)

k. LATE PROPOSALS AND REVISIONS, HHSAR 352.215-70

Notwithstanding the procedures contained in FAR 52.215-1(c)(3) of the provision of this solicitation entitled Instructions to Offerors—Competitive Acquisition, a proposal received after the date specified for receipt may be considered if it offers significant cost or technical advantages to the Government; and it was received before proposals were distributed for evaluation, or within five calendar days after the exact time specified for receipt, whichever is earlier.

(End of provision)

USE OF INTERNET WEB SITE ADDRESSES (URLs) IN PROPOSALS

Unless otherwise specified or required in NIAID solicitations, internet Web Site addresses (URLs) may not be used to provide information necessary to the conduct of the review of the proposal. Direct access to an internet site by a Reviewer who is examining and reviewing the proposal on behalf of the NIAID could compromise their anonymity during the review process. If a URL contains information pertinent to the proposal content, the offeror must provide access to the website via a temporary website portal which allow reviewers the capability to view and interact with the site.

The proposal must clearly identify the URLs to be accessed and the procedure for accessing the temporary website portal. Access must not require the identity of the individual.

2. INSTRUCTIONS TO OFFERORS

GENERAL INSTRUCTIONS

INTRODUCTION

The following instructions will establish the acceptable minimum requirements for the format and contents of proposals. Special attention is directed to the requirements for technical and business proposals to be submitted in accordance with these instructions.

(1) Contract Type and General Clauses

It is contemplated that a cost-reimbursement completion type contract will be awarded. (See General Information) Any resultant contract shall include the clauses applicable to the selected offeror's organization and type of contract awarded as required by Public Law, Executive Order, or acquisition regulations in effect at the time of execution of the proposed contract.

(2) Authorized Official and Submission of Proposal

The proposal must be signed by an official authorized to bind your organization and must stipulate that it is predicated upon all the terms and conditions of this RFP. Your proposal shall be submitted in the number of copies, to the addressees, and marked as indicated in the Attachment entitled, PACKAGING AND DELIVERY OF PROPOSAL, Part III, Section J hereof. Proposals will be typewritten, paginated, reproduced on letter size paper and will be legible in all required copies. To expedite the proposal evaluation, all documents required for responding to the RFP should be placed in the following order:

I. COVER PAGE

Include RFP title, number, name of organization, identification of the proposal part, and indicate whether the proposal is an original or a copy.

a. Project Objectives, NIH-1688-1

The Offeror shall insert a completed NIH Form 1688-1, Project Objective, as provided in Section J, Attachments, behind the Title Page of each copy of the proposal, along with the "Government Notice for Handling Proposals." The NIH Form 1688-1 is to be completed as follows:

For an Institution of Higher Education: The form MUST be completed in its entirety.

For OTHER than an Institution of Higher Education: The starred items (Department, Service, Laboratory or Equivalent, and Major Subdivision) should be left blank.

The information required under the "Summary of Objectives" portion of the form MUST meet the requirements set forth in the section of the form entitled, "INSTRUCTIONS:"

II. TECHNICAL PROPOSAL

It is recommended that the technical proposal consist of a cover page, a table of contents, and the information requested in the Technical Proposal Instructions and as specified in SECTION J, List of Attachments.

III. BUSINESS PROPOSAL

It is recommended that the business proposal consist of a cover page, a table of contents, and the information requested in the Business Proposal Instructions and as specified in SECTION J, List of Attachments.

(3) Proposal Summary and Data Record (NIH-2043)

The Offeror must complete the Form NIH-2043, attached, with particular attention to the length of time the proposal is firm and the designation of those personnel authorized to conduct negotiations. (See Section J, Attachment entitled, PROPOSAL SUMMARY AND DATA RECORD).

(4) Separation of Technical and Business Proposals

The proposal must be prepared in two parts: a "Technical Proposal" and a "Business Proposal." Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the other. The technical proposal must include direct cost and resources information, such as labor-hours and categories and applicable rates, materials, subcontracts, travel, etc., and associated costs so that the offeror's understanding of the project may be evaluated (See Attachment entitled, TECHNICAL PROPOSAL COST INFORMATION/SUMMARY OF LABOR AND DIRECT COSTS). However, the technical proposal should **not** include pricing data relating to individual salary information, indirect cost rates or amounts, fee amounts (if any), and total costs. The technical proposal should disclose your technical approach in as much detail as possible, including, but not limited to, the requirements of the technical proposal instructions.

(5) Alternate Proposals

You may, at your discretion, submit alternate proposals, or proposals which deviate from the requirements; provided, that you also submit a proposal for performance of the work as specified in the statement of work. Such proposals may be considered if overall performance would be improved or not compromised and if they are in the best interests of the Government. Alternative proposals, or deviations from any requirements of this RFP, shall be clearly identified.

(6) Evaluation of Proposals

The Government will evaluate technical proposals in accordance with the criteria set forth in PART IV, SECTION M of this RFP.

(7) Use of the Metric System of Measurement

It is the policy of the Department of Health and Human Services to support the Federal transition to the metric system and to use the metric system of measurement in all procurements, grants, and other business related activities unless such use is impracticable or is likely to cause significant inefficiencies.

The offeror is encouraged to prepare their proposal using either "Hard Metric," "Soft Metric," or "Dual Systems" of measurement. The following definitions are provided for your information:

Hard Metric - The replacement of a standard inch-pound size with an accepted metric size for a particular purpose. An example of size substitution might be: selling or packaging liquids by the liter instead of by the pint or quart (as for soft drinks), or instead of by the gallon (as for gasoline).

Soft Metric - The result of a mathematical conversion of inch-pound measurements to metric equivalents for a particular purpose. The physical characteristics are not changed.

Dual Systems - The use of both inch-pound and metric systems. For example, an item is designed, produced, and described in inch-pound values with soft metric values also shown for information or comparison purposes.

(8) Obtaining and Disseminating Biomedical Research Resources

As a public sponsor of biomedical research, the National Institutes of Health (NIH) has a dual interest in accelerating scientific discovery and facilitating product development. Intellectual property restrictions can stifle the broad dissemination of new discoveries and limit future avenues of research and product development. At the same time, reasonable restrictions on the dissemination of research tools are sometimes necessary to protect

legitimate proprietary interests and to preserve incentives for commercial development. To assist NIH contractors achieve an appropriate balance, the NIH has provided guidance in the form of a two-part document, consisting of Principles setting forth the fundamental concepts and Guidelines that provide specific information to patent and license professionals and sponsored research administrators for implementation.

The purpose of these Principles and Guidelines is to assist NIH funding recipients in determining: 1) Reasonable terms and conditions for making NIH-funded research resources available to scientists in other institutions in the public and private sectors (disseminating research tools); and 2) Restrictions to accept as a conditions of receiving access to research tools for use in NIH-funded research (acquiring research tools). The intent is to help recipients ensure that the conditions they impose and accept on the transfer of research tools will facilitate further biomedical research, consistent with the requirements of the Bayh-Dole Act and NIH funding policy.

This policy, entitled, "Sharing Biomedical Research Resources: Principles and Guidelines for Recipients of NIH Research Grants and Contracts," (Federal Register Notice, December 23, 1999 [64 FR 72090] will be included in any contract awarded from this solicitation. It can be found at the following website:

<http://ott.od.nih.gov/NewPages/64FR72090.pdf>.

(9) Privacy Act (Treatment of Proposal Information)

The Privacy Act of 1974 (P.L. 93-579) requires that a Federal agency advise each individual whom it asks to supply information, the authority which authorizes the solicitation, whether disclosure is voluntary or mandatory, the principal purpose or purposes for which the information is intended to be used, the uses outside the agency which may be made of the information, and the effects on the individual, if any, of not providing all or any part of the requested information.

The NIH is requesting the information called for in this RFP pursuant to the authority provided by Sec. 301(a)(7) of the Public Health Service Act, as amended, and P.L. 92-218, as amended.

Providing the information requested is entirely voluntary. The collection of this information is for the purpose of conducting an accurate, fair, and adequate review prior to a discussion as to whether to award a contract.

Failure to provide any or all of the requested information may result in a less than adequate review.

In addition, the Privacy Act of 1974 (P.L. 93-579, Section 7) requires that the following information be provided when individuals are requested to disclose their social security number.

Provision of the social security number is voluntary. Social security numbers are requested for the purpose of accurate and efficient identification, referral, review and management of NIH contracting programs. Authority for requesting this information is provided by Section 301 and Title IV of the PHS Act, as amended.

The information provided by you may be routinely disclosed for the following purposes:

to the cognizant audit agency and the General Accounting Office for auditing.

to the Department of Justice as required for litigation.

to respond to congressional inquiries.

to qualified experts, not within the definition of Department employees, for opinions as a part of the review process.

(10) Selection of Offerors

a) The acceptability of the scientific and technical portion of each research contract proposal will be evaluated by a technical review committee. The committee will evaluate each proposal in strict conformity with the evaluation criteria of the RFP, utilizing point scores and written critiques. The committee may suggest that the Contracting Officer request clarifying information from an offeror.

b) The business portion of each contract proposal will be subjected to a cost and price analysis, management analysis, etc.

c) If award will be made without conducting discussions, offerors may be given the opportunity to clarify certain aspects of their proposal (e.g., the relevance of an offeror's past performance information and adverse past performance information to which the offeror has not previously had an opportunity to respond) or to resolve minor or clerical errors.

d) If the Government intends to conduct discussions prior to awarding a contract-

(1) Communications will be held with offerors whose past performance information is the determining factor preventing them from being placed within the competitive range. Such communications shall address adverse past performance information to which an offeror has not had a prior opportunity to respond. Also, communications may be held with any other offerors whose exclusion from, or inclusion in, the competitive range is uncertain.

Such communications shall not be used to cure proposal deficiencies or omissions that alter the technical or cost elements of the proposal, and/or otherwise revise the proposal, but may be considered in rating proposals for the purpose of establishing the competitive range.

(2) The Contracting Officer will, in concert with program staff, decide which proposals are in the competitive range. The competitive range will be comprised of all of the most highly rated proposals. Oral or written discussions will be conducted with all offerors in the competitive range.

While it is this Institute's policy to conduct discussions with all offerors in the competitive range, the Institute reserves the right, in special circumstances, to limit the number of proposals included in the competitive range to the greatest number that will permit an efficient competition. All aspects of the proposals are subject to discussions, including cost, technical approach, past performance, and contractual terms and conditions. At the conclusion of discussions, each offeror still in the competitive range shall be given an opportunity to submit a written Final Proposal Revision (FPR) with the reservation of the right to conduct finalization of details with the selected sources in accordance with HHSAR 315.370.

e) The process described in FAR 15.101-1 will be employed, which permits the Government to make tradeoffs among cost or price and non-cost factors and to consider award to other than the lowest price offeror or other than the highest technically rated offeror. This process will take into consideration the results of the technical evaluation, the past performance evaluation (if applicable) and the cost analysis.

f) The Institute reserves the right to make a single award, multiple awards, or no award at all to the RFP. In addition, the RFP may be amended or canceled as necessary to meet the Institute's requirements. Synopses of awards exceeding \$25,000 will be published in the FedBizOpps.

(11) Small Business Subcontracting Plan

If the proposed contract exceeds a total estimated cost of \$500,000 for the entire period of performance, the offeror shall be required to submit an acceptable subcontracting plan in accordance with the terms of the clause entitled "Small Business Subcontracting Plan," FAR Clause No. 52.219-9, incorporated herein by reference in the Solicitation, to this RFP is an example of such a plan.

a) THIS PROVISION DOES NOT APPLY TO SMALL BUSINESS CONCERNS.

b) The term "subcontract" means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for supplies or services required for the performance of the original contract or subcontract. This includes, but is not limited to, agreements/purchase orders for supplies and services such as equipment purchase, copying services, and travel services.

c) The offeror understands that:

No contract will be awarded unless and until an acceptable plan is negotiated with the Contracting Officer which plan will be incorporated into the contract, as a material part thereof.

(12) An acceptable plan must, in the determination of the Contracting Officer, provide the maximum practicable opportunity for Small Businesses, Small Disadvantaged Businesses, Women-Owned Small businesses, HubZone Small

Businesses, Veteran-Owned Small Businesses, and Service Disabled Veteran-Owned Small Businesses to participate in the performance of the contract.

(13) If a subcontracting plan acceptable to the Contracting Officer is not negotiated within the time limits prescribed by the contracting activity and such failure arises out of causes within the control and with the fault or negligence of the offeror, the offeror shall be ineligible for an award. The Contracting Officer shall notify the Contractor in writing of the reasons for determining a subcontracting plan unacceptable early enough in the negotiation process to allow the Contractor to modify the plan within the time limits prescribed.

(14) Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.

(15) It is the offeror's responsibility to develop a satisfactory subcontracting plan with respect to Small Business Concerns, Small Disadvantaged Business Concerns, Women-Owned Small Business Concerns, HubZone Small Business Concerns, Veteran-Owned Small Business Concerns, and Service Disabled Veteran-Owned Small Business Concerns that each such aspect of the offeror's plan will be judged independent of the other.

(16) The offeror will submit, as required by the Contracting Officer, subcontracting reports in accordance with the instructions thereon, and as further directed by the Contracting Officer. Subcontractors will also submit these reports to the Government's Contracting Officer or as otherwise directed, with a copy to the prime Contractor's designated small and disadvantaged business liaison.

Each plan must contain the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Business Concerns as subcontractors.

(2) A statement of total dollars planned to be subcontracted. A statement of total dollars to be subcontracted to each of the following type of small business concerns: Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses.

(3) A description of the principal types of supplies and services to be subcontracted with an identification of which supplies and services are expected to be subcontracted to Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned and/or Service Disabled Veteran-Owned Small Business Concerns.

(4) A description of the method used to develop the subcontracting goals.

(5) A description of the method used to identify potential sources for solicitation purposes.

(6) A statement as to whether or not indirect costs were included in establishing subcontracting goals. If they were, a description of the method used to determine the proportionate share of indirect costs to be incurred with Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses.

(7) The name of the individual employed by the offeror who will administer the offeror's subcontracting program and a description of his/her duties.

(8) A description of the efforts the offeror will make to assure that Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses have an equitable chance to compete for subcontracts.

(9) Assurances that the offeror will include in all subcontracts the contract clause "Utilization of Small Business Concerns." Assure that all subcontractors, other than small businesses, in excess of \$500,000 adopt a plan similar to the plan agreed upon by the offeror.

(10) Assurances that the offeror (and any required subcontractors) will cooperate in studies or surveys as required and submit required reports (SF 294 and SF 295) to the Government.

(11) List the types of records the offeror will maintain to demonstrate procedures that have been adopted to comply with the requirement and goals in the plan, including establishing source lists. Also, the offeror shall describe its efforts to locate Small, Small Disadvantaged, Women-Owned, HUBZone, Veteran-Owned, and Service Disabled Veteran-Owned Small Businesses and award subcontracts to them.

For additional information about each of the above elements required to be contained the subcontracting plan, see FAR Clause 52.219-9, Small Business Subcontracting Plan, and the Sample Subcontracting Plan which is provided as an attachment to this RFP in SECTION J.

(17) Salary Rate Limitation in Fiscal Year 2002 **

Offerors are advised that pursuant to P.L. 107-116, no NIH Fiscal Year 2002 (October 1, 2001 - September 30, 2002) funds may be used to pay the direct annual salary of an individual through any contract awarded as a result of this solicitation at a rate in excess of the Executive Schedule, Level I* (direct salary is exclusive of Overhead, Fringe Benefits and General and Administrative expenses, also referred to as "indirect cost" or "facilities and administrative (F&A) costs"). Direct salary has the same meaning as the term "institutional base salary." An individual's direct salary (or institutional base salary) is the annual compensation that the contractor pays for an individual's appointment whether that individual's time is spent on research, teaching, patient care or other activities. Direct salary (or institutional base salary) excludes any income that an individual may be permitted to earn outside of duties to the contractor.

This does not preclude the offeror from absorbing that portion of an employee's annual salary (plus the dollar amount for fringe benefits and associated indirect costs) that exceeds a rate of the Executive Schedule, Level I*. The salary rate limitation set by P.L. 107-116 applies only to Fiscal Year 2002 funds, however, salary rate ceilings for subsequent years may be included in future DHHS appropriation acts. Multi-year contracts awarded pursuant to this solicitation may be subject to unilateral modifications by the Government if an individual's annual salary exceeds any salary rate ceiling established in future appropriations acts. The Executive Schedule, Level I* annual salary rate limit also applies to individuals proposed under subcontracts, however it does not apply to consultants. P.L. 107-116 states in pertinent part:

"None of the funds appropriated in this Act for the National Institutes of Health, the Agency for Healthcare Research and Quality, and the Substance Abuse, and Mental Health Services Administration shall be used to pay the salary of an individual through a grant or extramural mechanism at a rate in excess of Executive Level I."

Information regarding the FY-2002 rate can be found at: <http://www.opm.gov/oca/02tables/ex.pdf>

It should be noted that a similar public law may be enacted in Fiscal Year 2003, at which time that public law will be incorporated into any resultant contract(s).

(18) Institutional Responsibility Regarding Conflicting Interests of Investigators

EACH INSTITUTION MUST:

(a) Maintain an appropriate written, enforced policy on conflict of interest that complies with 42 CFR Part 50 Subpart F and/or 45 CFR Part 94 as appropriate and inform each investigator of the Institution's policy, the Investigator's reporting responsibilities, and the applicable regulations. If the Institution carries out the NIH funded research through subgrantees, contractors or collaborators, the Institution must take reasonable steps to ensure that Investigators working for such entities comply with the regulations, either by requiring those investigators to comply with the Institution's policy or by requiring the entities to provide assurances to the Institution that will enable the Institution to comply with the regulations.

(b) Designate an Institutional official(s) to solicit and review financial disclosure statements from each Investigator who is planning to participate in NIH-funded research.

(c) Require that by the time an application/proposal is submitted to the NIH each investigator who is planning to participate in the NIH-funded research has submitted to the designated official(s) a listing of his/her known Significant Financial Interests (and those of his/her spouse and dependent children): (i) that would reasonably appear to be affected by the research for which the NIH funding is sought; and (ii) in entities whose financial

interests would reasonably appear to be affected by the research. All financial disclosures must be updated during the period of the award, either on an annual basis or as new reportable Significant Financial Interests are obtained.

(d) Provide guidelines consistent with the regulations for the designated official(s) to identify conflicting interests and take such actions as necessary to ensure that such conflicting interests will be managed, reduced, or eliminated.

(e) Maintain records, identifiable to each award, of all financial disclosures and all actions taken by the institution with respect to each conflicting interest for: (1) in the case of grants, at least three years from the date of submission of the final expenditures report or, where applicable, from other dates specified in 45 CFR Part 74.53(b) and (2) in the case of contracts, 3 years after final payment or, where applicable, for the other time period specified in 48 CFR Part 4 Subpart 4.7, Contract Records Retention.

(f) Establish adequate enforcement mechanisms and provide for sanctions where appropriate.

(g) Certify, in each application/proposal for funding to which the regulations applies, that:

1) there is in effect at the Institution a written and enforced administrative process to identify and manage, reduce or eliminate conflicting interests with respect to all research projects for which funding is sought from the NIH;

2) prior to the Institution's expenditure of any funds under the award, the Institution will report to the awarding component the existence of a conflicting interest (but not the nature of the interest or other details) found by the Institution and assure that the interest has been managed, reduced or eliminated in accord with the regulations; and for any interest that the Institution identifies as conflicting subsequent to the expenditure of funds after award, the report will be made and the conflicting interest managed, reduced, or eliminated, at least on a temporary basis within sixty days of that identification;

3) the Institution agrees to make information available, upon request, to the awarding component regarding all conflicting interests identified by the Institution and how those interested have been managed, reduced, or eliminated to protect the research from bias; and

4) the Institution will otherwise comply with the regulations.

INSTITUTIONAL MANAGEMENT OF CONFLICTING INTERESTS

a) The designated official(s) must: (1) review all financial disclosures; and (2) determine whether conflict of interest exists, and if so, determine what actions should be taken by the Institution to manage, reduce or eliminate such conflict of interest. **A conflict of interest exists when the designated official(s) reasonably determines that a Significant Financial Interest could directly and significantly affect the design, conduct, or reporting of the NIH-funded research.**

Examples of conditions or restrictions that might be imposed to manage actual or potential conflicts of interests include, but are not limited to:

public disclosure of significant financial interests;
monitoring of research by independent reviewers;
modification of the research plan;
disqualification of the Investigator(s) from participation in all or a portion of the research funded by the awarding component;
divestiture of significant financial interests; or
severance of relationships that create actual or potential conflicts of interests.

(b) An Institution may require the management of other conflicting financial interests in addition to those described in paragraph (a) of this section, as the Institution deems appropriate.

(19) ROTC Access and Federal Military Recruiting on Campus

Section 514 of the FY 1997 Appropriations Act prohibits NIH from providing contract funds to educational institutions that the Secretary of Defense determines have a policy or practice (regardless of when implemented) that either prohibits, or in effect prevents (1) the maintaining, establishing, or operation of a unit of the Senior Reserve Officer Training Corps at the covered education entity; or (2) a student at the covered educational entity from enrolling in a unit of the Senior Reserve Officer Training Corps at another institution of higher education.

Further, contract funds may not be provided to educational institutions that have a policy or practice that prohibits or prevents (1) entry to campuses, or access to students (who are 17 years of age or older) on campuses, for purposes of Federal military recruiting; or (2) access by military recruiters for purposes of Federal military recruiting to information pertaining to students (who are 17 years of age or older) enrolled at the covered educational entity.

Prohibition on Contractor Involvement with Terrorist Activities

The Offeror/Contractor acknowledges that U. S. Executive Orders and Laws, including but not limited to E.O. 13224 and P.L. 107-56, prohibit transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor to ensure compliance with these Executive Orders and Laws. This clause must be included in all subcontracts issued under this contract.

(20) Solicitation Provisions Incorporated by Reference, FAR 52.252-1 (February 1998)

This Solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this address: <http://www.arnet.gov/far/>.

FEDERAL ACQUISITION REGULATION (48 CFR CHAPTER 1):

Facilities Capital Cost of Money, FAR Clause 52.215-16, (October 1997).

Order of Precedence-Uniform Contract Format, FAR Clause 52.215-8, (October 1997).

Preaward On-Site Equal Opportunity Compliance Evaluation, (Over \$10,000,000), FAR Clause 52.222-24, (February 1999).

(21) Guidance Regarding Federal Government Collaborations

In keeping with FAR 3.6 and recent legal decisions involving conflict of interest issues, it is the policy of the NIAID that any proposal either submitted by a Federal agency or submitted by an offeror that includes the collaboration of a Federal agency or Federal employee must include a letter describing the role and effort being provided by that government agency and/or employee and stating that: (1) no actual or appearance of a conflict of interest exists with the proposed effort; and (2) the collaborator's supervisor is aware of and approves of the effort. This letter **must** be signed by both the designated agency ethics official (DAEO) and the head of the agency (or his/her designate). The NIAID reserves the right to reject a proposal that includes effort by Federal government employees in order to avoid any actual or appearance of a conflict of interest.

TECHNICAL PROPOSAL INSTRUCTIONS

A detailed work plan must be submitted indicating how each aspect of the statement of work is to be accomplished. Your technical approach should be in as much detail as you consider necessary to fully explain your proposed technical approach or method. The technical proposal should reflect a clear understanding of the nature of the work being undertaken. The technical proposal must include information on how the project is to be organized, staffed, and managed. Information should be provided which will demonstrate your understanding and management of important events or tasks.

(1) Technical Discussions

The technical discussion included in the technical proposal should respond to the items set forth below:

a) Statement of Work

(1) Objectives

State the overall objectives and the specific accomplishments you hope to achieve. Indicate the rationale for your plan, and relation to comparable work in progress elsewhere. Review pertinent work already published which is relevant to this project and your proposed approach. This should support the scope of the project as you perceive it.

(2) Approach

Use as many subparagraphs, appropriately titled, as needed to clearly outline the general plan of work. Discuss phasing of research and, if appropriate, include experimental design and possible or probable outcome of approaches proposed.

(3) Methods

Describe in detail the methodologies you will use for the project, indicating your level of experience with each, areas of anticipated difficulties, and any unusual expenses you anticipate.

(4) Schedule

Provide a schedule for completion of the work and delivery of items specified in the statement of work. Performance or delivery schedules shall be indicated for phases or segments, as applicable, as well as for the overall program. Schedules shall be shown in terms of calendar months from the date of authorization to proceed or, where applicable, from the date of a stated event, as for example, receipt of a required approval by the Contracting Officer. Unless the request for proposal indicates that the stipulated schedules are mandatory, they shall be treated as desired or recommended schedules. In this event, proposals based upon the offeror's best alternative schedule, involving no overtime, extra shift or other premium, will be accepted for consideration.

b) Personnel

Describe the experience and qualifications of personnel who will be assigned for direct work on this program. Information is required which will show the composition of the task or work group, its general qualifications, and recent experience with similar equipment or programs. Special mention shall be made of direct technical supervisors and key technical personnel, and the approximate percentage of the total time each will be available for this program.

OFFERORS SHOULD ASSURE THAT THE PRINCIPAL INVESTIGATOR, AND ALL OTHER PERSONNEL PROPOSED, SHALL NOT BE COMMITTED ON FEDERAL GRANTS AND CONTRACTS FOR MORE THAN A TOTAL OF 100% OF THEIR TIME. IF THE SITUATION ARISES WHERE IT IS DETERMINED THAT A PROPOSED EMPLOYEE IS COMMITTED FOR MORE THAN 100% OF HIS OR HER TIME, THE GOVERNMENT WILL REQUIRE ACTION ON THE PART OF THE OFFEROR TO CORRECT THE TIME COMMITMENT.

(1) Principal Investigator/Project Director

List the name of the Principal Investigator/Project Director responsible for overall implementation of the contract and key contact for technical aspects of the project. Even though there may be co-investigators, identify the

Principal Investigator/Project Director who will be responsible for the overall implementation of any awarded contract. Discuss the qualifications, experience, and accomplishments of the Principal Investigator/Project Director. State the estimated time to be spent on the project, his/her proposed duties, and the areas or phases for which he/she will be responsible.

(2) Other Investigators

List all other investigators/professional personnel who will be participating in the project. Discuss the qualifications, experience, and accomplishments. State the estimated time each will spend on the project, proposed duties on the project, and the areas or phases for which each will be responsible.

(3) Additional Personnel

List names, titles, and proposed duties of additional personnel, if any, who will be required for full-time employment, or on a subcontract or consultant basis. The technical areas, character, and extent of subcontract or consultant activity will be indicated and the anticipated sources will be specified and qualified. For all proposed personnel who are not currently members of the offeror's staff, a letter of commitment or other evidence of availability is required. A resume does not meet this requirement. Commitment letters for use of consultants and other personnel to be hired must include:

The specific items or expertise they will provide.
Their availability to the project and the amount of time anticipated.
Willingness to act as a consultant.
How rights to publications and patents will be handled.

(4) Resumes

Resumes of all key personnel are required. Each must indicate educational background, recent experience, specific or technical accomplishments, and a listing of relevant publications.

(2) **Technical Evaluation**

Proposals will be technically evaluated in accordance with the factors, weights, and order of relative importance as described in the Technical Evaluation Criteria (SEE SECTION M).

(3) **Additional Technical Proposal Information**

a) Proposals which merely offer to conduct a program in accordance with the requirements of the Government's scope of work will not be eligible for award. The offeror must submit an explanation of the proposed technical approach in conjunction with the tasks to be performed in achieving the project objectives.

b) The technical evaluation is conducted in accordance with the weighted technical evaluation criteria by an initial review panel. This evaluation produces a numerical score (points) which is based upon the information contained in the offeror's proposal only.

(4) **Other Considerations**

Record and discuss specific factors not included elsewhere which support your proposal. Using specifically titled subparagraphs, items may include:

a) Any agreements and/or arrangements with subcontractor(s). Provide as much detail as necessary to explain how the statement of work will be accomplished within this working relationship.

b) Unique arrangements, equipment, etc., which none or very few organizations are likely to have which is advantageous for effective implementation of this project.

c) Equipment and unusual operating procedures established to protect personnel from hazards associated with this project.

d) Other factors you feel are important and support your proposed research.

e) Recommendations for changing reporting requirements if such changes would be more compatible with the offeror's proposed schedules.

BUSINESS PROPOSAL INSTRUCTIONS

(1) Basic Cost/Price Information

The business proposal must contain sufficient information to allow the Government to perform a basic analysis of the proposed cost or price of the work. This information shall include the amounts of the basic elements of the proposed cost or price. These elements will include, as applicable, direct labor, fringe benefits, travel, materials, subcontracts, purchased parts, shipping, indirect costs and rate, fee, and profit.

(2) Proposal Cover Sheet

The following information shall be provided on the first page of your pricing proposal:

Solicitation, contract, and/or modification number;

Name and address of Offeror;

Name and telephone number of point of contact;

Name, address, and telephone number of Contract Administration Office, (if available);

Name, address, and telephone number of Audit Office (if available);

Proposed cost and/or price; profit or fee (as applicable); and total;

The following statement: By submitting this proposal, the offeror, if selected for discussions, grants the contracting officer or an authorized representative the right to examine, at any time before award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted.

Date of submission; and

Name, title and signature of authorized representative.

This cover sheet information is for use by offerors to submit information to the Government when cost or pricing data are not required but information to help establish price reasonableness or cost realism is necessary. Such information is not considered cost or pricing data, and shall not be certified in accordance with FAR 15.406-2.

(3) Qualifications of the Offeror

You are requested to submit a summary of your "General Experience, Organizational Experience Related to this RFP, Performance History and Pertinent Contracts."

General Experience

a) **General experience** is defined as general background, experience and qualifications of the offeror. A discussion of proposed facilities which can be devoted to the project may be appropriate.

b) Organizational Experience Related to the RFP

Organizational experience is defined as the accomplishment of work, either past or on-going, which is comparable or related to the effort required by this RFP. This includes overall offeror or corporate experience, **but not** the experience and/or past performance of individuals who are proposed as personnel involved with the Statement of Work in this RFP.

c) Performance History

Performance history is defined as meeting contract objectives within **delivery** and **cost schedules** on efforts, either past or on-going, which is comparable or related to the effort required by this RFP.

d) Pertinent Contracts

Pertinent contracts is defined as a listing of each related contract completed within the last three years or currently in process. The listing should include: 1) the contract number; 2) contracting agency; 3) contract dollar value; 4) dates contract began and ended (or ends); 5) description of contract work; 6) explanation of relevance of work to this RFP; 7) actual delivery and cost performance versus delivery and cost agreed to in the contract(s). For award fee contracts, separately state in dollars the base fee and award fee available and the award fee actually received. The same type of organizational experience and past performance data should be submitted.

e) Pertinent Grants

List grants supported by the Government that involved similar or related work to that called for in this RFP. Include the grant number, involved agency, names of the grant specialist and the Science Administrator, identification of the work, and when performed.

You are cautioned that omission or an inadequate or inaccurate response to this very important RFP requirement could have a negative effect on the overall selection process. Experience and past performance are factors which are relevant to the ability of the offerors to perform and are considered in the source selection process.

(4) Other Administrative Data

a) Property

(1) It is DHHS policy that Contractors will provide all equipment and facilities necessary for performance of contracts. Exception may be granted to furnish Government-owned property, or to authorize purchase with contract funds, only when approved by the Contracting Officer. If the offeror is proposing that the Government provide any equipment, other than that specified under Government Furnished Property in the RFP, the proposal must include comprehensive justification which includes:

- a) An explanation that the item is for a special use essential to the direct performance of the contract and the item will be used exclusively for the purpose. Office equipment such as desks, office machines, etc., will not be provided under a contract except under very exceptional circumstances.
- (b) No practical or economical alternative exists (e.g., rental, capital investment) that can be used to perform the work.

(2) The offeror shall identify Government-owned property in its possession and/or Contractor titled property acquired from Federal funds, which it proposes to use in the performance of the prospective contract.

(3) The management and control of any Government property shall be in accordance with DHHS Publication (OS) 686 entitled, "Contractors Guide for Control of Government Property (1990)," a copy of which will be provided upon request.

b) Royalties

The offeror shall furnish information concerning royalties which are anticipated to be paid in connection with performance of work under the proposed contract.

c) Submission of Electronic Funds Transfer Information with Offer, FAR Clause 52.232-38 (MAY 1999)

The offeror shall provide, with its offer, the following information that is required to make payment by electronic funds transfer (EFT) under any contract that results from this solicitation. This submission satisfies the requirement to provide EFT information under paragraphs (b)(1) and (j) of the clause at 52.232-34, Payment by Electronic Funds Transfer--Other than Central Contractor Registration.

- (1) The solicitation number (or other procurement identification number).
- (2) The offeror's name and remittance address, as stated in the offer.
- (3) The signature (manual or electronic, as appropriate), title, and telephone number of the offeror's official authorized to provide this information.
- (4) The name, address, and 9-digit Routing Transit Number of the offeror's financial agent.
- (5) The offeror's account number and the type of account (checking, savings, or lockbox).
- (6) If applicable, the Fedwire Transfer System telegraphic abbreviation of the offeror's financial agent.
- (7) If applicable, the offeror shall also provide the name, address, telegraphic abbreviation, and 9-digit Routing Transit Number of the correspondent financial institution receiving the wire transfer payment if the offeror's financial agent is not directly on-line to the Fedwire and, therefore, not the receiver of the wire transfer payment.

d) Financial Capacity

The offeror shall indicate if it has the necessary financial capacity, working capital, and other resources to perform the contract without assistance from any outside source. If not, indicate the amount required and the anticipated source.

e) Incremental Funding

An incrementally funded cost-reimbursement contract is a contract in which the total work effort is to be performed over a multiple year period and funds are allotted, as they become available, to cover discernible phases or increments of performance. The incremental funding technique allows for contracts to be awarded for periods in excess of one year even though the total estimated amount of funds expected to be obligated for the contract are not available at the time of the contract award. If this requirement is specified elsewhere in this RFP, the offeror shall submit a cost proposal for each year. In addition, the following provisions are applicable:

HHSAR 352.232-75, Incremental Funding (January 2001)

(a) It is the Government's intention to negotiate and award a contract using the incremental funding concepts described in the clause entitled Limitation of Funds. Under the clause, which will be included in the resultant contract, initial funds will be obligated under the contract to cover the first year of performance. Additional funds are intended to be allotted to the contract by contract modification, up to and including the full estimated cost of the contract, to accomplish the entire project. While it is the Government's intention to progressively fund this contract over the entire period of performance up to and including the full estimated cost, the Government will not be obligated to reimburse the Contractor for costs incurred in excess of the periodic allotments, nor will the Contractor be obligated to perform in excess of the amount allotted.

(b) The Limitation of Funds clause to be included in the resultant contract shall supersede the Limitation of Cost clause found in the General Provisions.

(End of provision)

f. Facilities Capital Cost of Money, FAR 52.215-16, (October 1997)

(This is applicable if you are a commercial organization.)

Facilities capital cost of money [(see FAR 15.408(h)] will be an allowable cost under the contemplated contract, if the criteria for allowability in subparagraph 31.205-10(a)(2) of the Federal Acquisition Regulation are met. One of the allowability criteria requires the prospective Contractor to propose facilities capital cost of money in its offer.

If the prospective Contractor does not propose this cost, the resulting contract will include the clause Waiver of Facilities Capital Cost of Money.

(End of Provision)

If the offeror elects to claim this cost, the offeror shall specifically identify or propose it in the cost proposal for the contract by checking the appropriate box below.

The prospective Contractor has specifically identified or proposed facilities capital cost of money in its cost proposal and elects to claim this cost as an allowable cost under the contract. Submit Form CASB-CMF (see FAR 31.205-10).

The prospective Contractor has not specifically identified or proposed facilities capital cost of money in its proposal and elects not to claim it as an allowable cost under the contract.

(5) Subcontractors

If subcontractors are proposed, please include a commitment letter from the subcontractor detailing:

Willingness to perform as a subcontractor for specific duties (list duties).

What priority the work will be given and how it will relate to other work.

The amount of time and facilities available to this project.

Information on their cognizant field audit offices.

How rights to publications and patents are to be handled.

A complete cost proposal in the same format as the offeror's cost proposal.

Note: Organizations that plan to enter into a subcontract with an educational concern under a contract awarded under this RFP should refer to the following Web Site for a listing of clauses that are required to be incorporated in Research & Development (R&D) subcontracts with educational institutions:

<http://ocm.od.nih.gov/contracts/rfps/FDP/PDPclausecover.htm>

(6) Proposer's Annual Financial Report

A copy of the organization's most recent annual report must be submitted as part of the business proposal.

(7) Representations and Certifications

One copy of the Representations and Certifications attached as Section K shall be completed and be signed by an official authorized to bind your organization. Additionally, a completed copy of the Representations and Certifications shall be submitted from any proposed subcontractor.

(8) Travel Costs/Travel Policy

a) Travel Costs - Commercial

Costs for lodging, meals, and incidental expenses incurred by Contractor personnel shall be considered to be reasonable and allowable to the extent they do not exceed on a daily basis the per diem rates set forth in the Federal Travel Regulations, General Services Administration (GSA). Therefore, if travel costs are applicable and proposed by offerors, please be advised that they shall be calculated using the per diem rate schedule as established by GSA. Reimbursement of travel costs under any contract awarded from this RFP shall be in accordance with FAR 31.205-46.

b) Travel Policy

One copy of the offeror's (and any proposed subcontractor's) written travel policy shall be included in the business proposal (original only). If an offeror (or any proposed subcontractor) does not have a written travel policy, the offeror shall so state.

(9) Certification of Visa's for Non-U.S. Citizens

Proposed personnel under research projects are not required to be citizens of the United States. However, if non-U.S. citizens are proposed under a contract to be performed in the United States and its territories, then the offeror must indicate in the proposal that these individuals have the required visas.

SECTION M - EVALUATION FACTORS FOR AWARD

Network for Large-Scale Sequencing of Microbial Genomes DMID-03-10

TECHNICAL EVALUATION FACTORS FOR AWARD

1. GENERAL

Selection of an Offeror for contract award will be based on an evaluation of proposals against two factors. The factors in order of importance are Technical and Cost/Price. Although the technical factors are of paramount importance in the award of the contract, cost/price may become a critical factor in source selection in the event that two or more offerors are determined to be essentially equal following the evaluation of all factors other than cost or price. All evaluation factors other than cost or price, when combined, are significantly more important than cost or price. In any case, the Government reserves the right to make an award to that Offeror whose proposal provides the best overall value to the Government.

The evaluation will be based on the demonstrated capabilities of the prospective Contractors in relation to the needs of the project set forth in the RFP. The merits of each proposal will be evaluated carefully. Each proposal must document the feasibility of successful implementation of the requirements of the RFP. Offerors must submit information sufficient to evaluate their proposals based on the detailed criteria listed below.

2. TECHNICAL EVALUATION PLAN

The evaluation criteria are used by the technical evaluation committee when reviewing the technical proposals. Proposals will be judged solely on the written material provided by the Offeror. The criteria below are listed in order of relative importance with weights assigned for evaluation purposes.

CRITERIA

WEIGHT

A. Scientific Rationale and Technical Merit

Weight: 50 points

1. Scientific and technical merit, adequacy, appropriateness, and feasibility of plans for high throughput production sequencing, including assembly and closing, of microorganism and vector genomes at an annual capacity of at least 6,000,000 sequence reads per year.
2. Scientific and technical merit, adequacy, appropriateness and feasibility of plans for producing high quality DNA sequences in a cost efficient and effective manner.
3. Adequacy, merit, feasibility and appropriateness of all aspects of the proposed computational and bioinformatics activities, including, but not limited to, tracking and data management, assembling and closing and annotating genomes, and visualizing, displaying and releasing genomic data.
4. Adequacy, merit, feasibility and appropriateness of the proposed plan for sequence data release and use, including plans for the timely and widespread release of data to the scientific community. Include, as appropriate, the merit of documented past compliance with data release policies associated with similar work.

B. Qualifications and Availability of Proposed Scientific and Technical Staff points

Weight: 35

1. Principal Investigator: Documented training, experience, leadership, and availability of a Principal Investigator with technical and administrative competence to successfully manage a project of a comparable size and complexity.
2. Scientific and Technical Staff Including Subcontractors: Documented training, experience and availability of the proposed other professional and research technical and support staff and their documented capability

to perform their roles in proposed studies, and expertise in similar projects. The logistical adequacy of the staffing plan for the conduct of the project, including the time commitment of the professional and technical staff. Adequacy of the plan for evaluating the performance of the subcontractors.

C. Facilities and Resources

Weight: 15 points

1. Adequacy of the documented availability and suitability of the facilities, equipment, space, physical resources necessary to conduct all phases of the proposed project.
2. Adequacy of the documented availability and suitability of computational facilities and support to conduct all phases of the proposed project, including hardware, software and necessary infrastructure.

Total 100 points